DUTY STATEMENT

GS 907T (REV. 04/02)

SHADED AREA FOR HUMAN RESOURCES ONLY

INSTRUCTIONS: Refer to the Payroll and Personnel Procedures		RPA-	EFFECTIVE DATE:
Manual (PPPM) for Duty Statement Instructions.		EMS 038	
DGS OFFICE OR CLIENT AGENCY	POSITION	NUMBER (Agency - Unit -	· Class - Serial)
EMS Authority			
2. UNIT NAME AND CITY LOCATED	3. CLASS TITLE		
Emergency Medical Services Division	Associate Health Program Adviser		
4. WORKING HOURS/SCHEDULE TO BE WORKED	5. SPECIF	IC LOCATION ASSIGNED	TO
8:00 a.m. to 5:00 p.m Flexible	Sac	ramento	
6. PROPOSED INCUMBENT (If known)	7. CURRE	NT POSITION NUMBER	(Agency - Unit - Class - Serial)
	312	-900-8337-001	

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the direction of the Health Program Manager (HPM-I and the over all direction of the HPM-II (Asst. Div. Chief), the incumbent serves as the Basic Life Support (BLS) Coordinator. This position requires a highly skilled, technical program consultant who coordinates broad emergency medical services (EMS) policy in consultation with multiple departments and agencies. The position requires specific knowledge of EMS, training, scope of practice, and certification issues and is responsible for the following duties:

9. Percentage of time performing duties

10. Indicate the duties and respons ibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)

ESSENTIAL FUNCTIONS

The BLS Coordinator provides professional consultation and technical assistance to local EMS agencies (LEMSAs), public and private EMS providers, public safety agencies, various training programs, other State departments (including the California Highway Patrol, Office of State Fire Marshal, the Department of Parks and Recreation, and the California National Guard) and various committees regarding interpretation and application of the Health and Safety Code and the California Code of Regulations, Title 22. The incumbent plans, coordinates, oversees, and evaluates all stages and activities required in accordance with department policies and procedures, California Regulations and Statutes, federal grant requirements, the State Administrative Manual, using Microsoft suite of office products (Word, Excel, PowerPoint, Outlook, Access) and other technological and non-technological work tools.

35%

In order to provide technical assistance to the public, EMS providers, EMS training programs, LEMSAs, and national organizations, while using current statutes, regulations, the internet, US mail, email, telephone, and fax, the incumbent:

- Provides information regarding EMT-I and EMT-II certification, recertification, and interstate certification reciprocity issues.
- Provides information to organizations seeking approval of EMT-I and EMT-II training programs.
 - Reviews certification test results from the National Registry of EMTs to determine trends regarding EMT-I training.
- Provides information to individuals regarding automated external defibrillator, public safety personnel first aid and CPR and EMT-I and EMT-II training requirements.
- Provides information regarding implementation of layperson automated external defibrillator programs.
- Provides information regarding Do Not Resuscitate policies and procedures.

9. Percentage of time 10. Indicate the duties and respons ibilities assigned to the position and the percentage of time spent on each. Group performing duties related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary) In order to approve and monitor statewide public safety agency first aid, CPR, AED, and 25% EMT-I training programs (Training Program) while using statutes, regulations, email, US mail, the internet for research, and Microsoft Word software, the incumbent: Researches Statutes and Regulations regarding requirements for statewide pubic safety agencies Training Program content and approval. Develops a training program review instrument based on information from researching statutes and regulations. Provides consultation services to statewide public safety agencies on development of their Training Program materials. Reviews each Training Program and if necessary make recommendations for submission of missing items. Prepares approval letter for the Director's signature after policy is reviewed and meets the requirements of statutes and regulations. Develops schedule of review of Training Program requirements for renewal of Training Program approvals. Conducts site visits to Training Programs to audit training records and classroom training to ensure compliance with statutes and regulations. Monitors approved training programs for compliance with statutes and regulations. In order to revise and maintain the Public Safety First Aid and CPR, Layperson AED, 20% EMT-I, EMT-II, and EMT-I and EMT-II Disciplinary Regulations while using current statutes, regulations, the internet, US mail, email, telephone, and fax, the incumbent: Facilitates working groups to make recommendations for revisions to public safety, automated external defibrillator, EMT-I, or EMT-II, EMT-I and EMT-II Disciplinary Regulations. Arranges periodic meetings utilizing e-mail correspondence with the working group. Maintain records related to working group meetings to include, meeting minutes, agendas, and draft documents. Drafts proposed regulatory language for public comment. Complies with the Office of Administrative Law's (OAL's) rulemaking process. Prepares documents and forms required for public comment period as well as final approval from OAL. o Provides a public comment period for EMS Constituents utilizing knowledge of the rulemaking process and using the US mail, e-mail and fax to provide constituents with draft documents and ability to provide comments. Finalizes the Regulations by obtaining input from the working group and the Commission on EMS and communicating via US mail, e-mail, or fax and convening meetings as necessary. Notifies affected constituents of revisions to Regulations via US mail, e-mail, or fax. Gives presentations to EMS Commission regarding progress of working group and rulemaking process. Prepares issue memos for the Commission on EMS regarding program updates and BLS Coordinator activities. Prepares bill analysis on bills related to BLS Coordinator activities and make recommendations to management to support or oppose bill. Researches and recommends grant opportunities for relevant EMS activities. Prepares federal block grant application for BLS Coordinator activities Prepares midyear and final reports for federal block grant funded activities. Monitors federal block grant activities approved for local EMS agencies.

- 9. Percentage of time performing duties
- 10. Indicate the duties and respons ibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)

15%

In order to approve LEMSA EMT-I and EMT-II disciplinary policies while using Statutes, Regulations, email, US Mail, the internet for research, and Microsoft Word software, the incumbent shall:

- Researches Statutes and Regulations regarding requirements for LEMSA EMT-I and EMT-II disciplinary policy content and approval.
- Develops EMT-I and EMT-II disciplinary policy review instrument based on information from research statutes and regulations.
- Provides expert consultation services to LEMSAs on development of their disciplinary policies.
- Requests LEMSA EMT-I and EMT-II disciplinary policies be submitted to the EMSA for review.
- Reviews policies and, if necessary, make recommendations for submission of missing items.
- Prepares approval letter for the Director's signature after policy is reviewed and meets the requirements of statutes and regulations.

MARGINAL FUNCTIONS

5%

Attends EMS Commission Meetings. Makes presentations to various community groups, training programs, and local organizations.

KNOWLEDGE AND ABILITIES

Knowledge of: Public health, mental health and health care services programs and trends; problems and procedures involved in establishing community relationships and assessing community health program needs and resources; preparation and planning for coordinated programs with local and Federal agencies, private agencies and health care providers; principles and methods of public administration including organization, personnel and fiscal management; methods of preparing reports; research and survey methods; methods and principles of `medical care administration, disease and disability prevention, health promotion and medical rehabilitation; procedures, planning, implementation and monitoring of programs; design and plan for coordination of programs with Federal and local agencies; legislative processes.

Ability to: Assist in development of public health and health care projects; apply health regulations, policies and procedures; participate in monitoring and evaluating health programs and projects; gather, analyze and organize data related to health programs; analyze administrative problems and recommend effective action; speak and write effectively; act as program liaison with staff in other programs at the Federal, State, and local level; assist in planning, conducting and evaluating of field projects; recommend and take actions on a variety of health programs, project activities, staffing and budgetary processes; analyze proposed legislation, regulations and health program standards; provide consultation and technical assistance to local agencies; serve on task forces and committees as a program representative.

SPECIAL PERSONAL CHARACTERISTICS

NOTE: The incumbent will be "on call" outside of normal working hours to assist in the State's medical response to a disaster.

DESIRABLE QUALIFICATIONS

- Knowledge of and/or experience in emergency, public health and/or or a health/ medical background.
- Strong written, analytical, interpersonal and oral communications skills.
- Ability to act with flexibility and tact.

Percentage of time performing duties		s and respons ibilities assigned to the position and the percentage of time sper er the same percentage with the highest percentage first. (Use additional she	
	 Ability to built WORK ENVIRO Requires app Requires abinenvironment Excellent wri Ability and word successful journodes, i.e. and ability to word Effectively operated in the property of the pr	k well as part of a team and independently as necessary d good working relationships with constituents. NMENT, MENTAL AND PHYSICAL ABILITIES propriate dress for the office environment. lity to effectively handle stress and deadlines in a fast-pa	required for asportation : Microsoft Word, erent with the general
SUPERVISOR'S NAME (F		SUPERVISOR'S SIGNATURE	DATE
Sean Trask			

12. EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE